

# MAINE ARTS COMMISSION

## Organizational Development

**Application deadline: March 24, 2016 at 5 p.m.**

**Maximum award: \$5,000**

The Organizational Development grant is designed to support capacity-building projects for arts organizations throughout Maine. Grant funds can help address issues that include positioning of the organization, board and staff development, planning, financial management and marketing. Projects can be in any artistic discipline and on any scale.

There is a required 1:1 in-kind or cash match for this grant.

**This funding cycle for this program is July 1, 2016 through June 30, 2017.**

### ELIGIBILITY REQUIREMENTS

Your organization is eligible to apply if it meets all of the following criteria:

- Is a nonprofit organization, legally established in the state of Maine.
- Has a 501(c)(3) tax-exempt status from the Internal Revenue Service or is a unit of municipal, county or tribal government.
- Is in compliance with final reports required for any previous Maine Arts Commission awards received.

### APPLICATION REVIEW CRITERIA

Organizational Development Grant applications are reviewed on a competitive basis using the following criteria:

- Organizational readiness (40%)
- Proposed outcomes (25%)
- Project implementation and leadership (25%)
- Application quality (10%)

### APPLICATION NARRATIVE *(All character counts include spaces. 4,400 characters/page.)*

1. What does your organization do? Provide a brief history of your organization and describe what it produces, presents and/or provides. *(2,300 characters max.)*
2. What is the project for which you seek funding? *(3,450 characters max.)*
3. Why is this project important to your organization at this time? How did you come to realize the need for this project? *(3,450 characters max.)*
4. What will be the outcome of this project? How will the outcome change your organization? How will it impact your work? If your organization has already taken steps to address this area, describe them. *(4,600 characters max.)*
5. What efforts have been made to gain staff and board support for working on these areas and to prepare them for changes that may occur as a result? *(2,300 characters max.)*
6. Who will implement this project? For projects using outside consultants, please attach a copy of the consultant's proposal. Implementation plans should include: summary of the issue(s) to be addressed, detailed scope of work (including outcomes, deliverables and timeframe), fees and qualifications. *(2,300 characters max.)*

## INELIGIBLE EXPENSES

Grant awards may not be re-granted nor used to cover the costs of brick-and-mortar projects, permanent or capital equipment, operating support or fundraising.

## APPLICATION PACKAGE REQUIREMENTS

A complete application package for the Organizational Development Grant contains:

### ONLINE

- Complete answers to all the narrative prompts
- Completed project budget
- Most currently completed Form 990.
- Resumes, bios, or curriculum vitae for all key personnel
- List of board members, including their individual affiliations
- Copy of any consultant's proposal/work plan if available
- Organizational operating budgets for the previous, current and next fiscal years.

### BY MAIL OR FAX

- Completed State of Maine Vendor Form with ***exactly the same name and contact information as used in your application***
- Completed and signed Assurances Form

## ASSISTANCE

You are welcome to contact agency staff and discuss your ideas at any time prior to the application deadline. You may also request an informal consultation about your completed application narrative two weeks or more prior to the application deadline.

**General questions** about the application or review process can be directed to Kathy Ann Shaw, Senior Director for Grants and Arts Accessibility, at 207-287-2750 or [kathy.shaw@maine.gov](mailto:kathy.shaw@maine.gov)

**Specific questions** about your Organizational Development Grant application should be directed to Julie Richard, Executive Director, at 207-287-2710 or [julie.richard@maine.gov](mailto:julie.richard@maine.gov).

Large  
Print

**Grant information is available in large print format by request.**

All Maine Arts Commission programs are accessible to people with disabilities.  
All programs funded by the Maine Arts Commission must also be accessible.



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